



# APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

**INSTRUCTIONS:** See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

| FOR AGENCY USE  |   | FOR RECORDS MANAGEMENT USE   |                |
|---|---|--|----------------|
| Application Date  | <b>1. Agency Address</b><br>Department of Education<br>Grants Management Section<br>115 State Office Building<br>Atlanta, Georgia 30334<br><i>Office of Admin. Services, Fiscal Services Div.</i> | Application Number   | 81-388         |
| Application Number  |   | Date Received  | Date Completed |
|   |   | AUG 4 1981   | AUG 17 1981    |
| <b>2. Person to Contact</b><br>Donald L. Moore  |   | <b>Working Title</b><br>Senior Grants Administrator  |                |
|   |   | <b>Telephone Number</b><br>656-2441  |                |
| <b>3. Action Requested</b><br>a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate.<br>b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated.<br>c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void  |   |  |                |
| <b>4. Dates of Series</b><br>Earliest<br>FY 78  |   | <b>5. Records Series Title</b> (followed by title used in office, if different)<br>General Assurance Files   |                |
| Latest<br>to date   |   |  |                |
| <b>6. Division and Office Function</b> What is the function of the Division and the Office in which this record series is created?<br><br>The Grants Management Section was authorized in March 1981 as a section within the Fiscal Service Division to perform these functions: to insure that federal grants are disbursed in accordance with applicable federal laws, rules and regulations, and to maintain the Department's record copy of the "Local Educational Agency General Application for Federal Funds" (referred to as general assurance file). |   |  |                |
| <b>7. Record Series Description</b> This file contains the following documents (include form numbers and titles, if any):<br>Attach samples of the file.<br>Documents relating to: administering the general assurances in accordance with Section 436 of the General Education Provision Act, as amended by PL 95-591, the Education Amendments of 1978.<br>Included are: the general assurance applications signed and submitted by the local school systems.<br><br>File is arranged: alphabetically by school system name                                 |   |  |                |
| <b>8. Monthly Reference Rate</b>  |   | How often are records referred to which are:<br>One to six months old <u>4</u> ; Seven to twelve months old <u>4</u> ; Thirteen to twenty-four months old <u>4</u> ; twenty-five months and older <u>4</u> ? |                |
| <b>9. Annual Rate of Accumulation of Records</b><br>Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) 1 inch; zero annual growth  |   |  |                |

| YES | NO | 10. Questionnaire (Place an "X" in the proper column)  |
|-----|----|--|
| X   |    | a. Is this the official copy of the series?<br>If not, where is it?  |
|     | X  | b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.                                     |
|     | X  | c. Is this a vital record?   |
|     | X  | d. Does this series have historical or long term research value?   |
| N/A |    | e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately? |
|     | X  | f. Is the information contained in this series ever published? If yes, attach copy.  |
|     | X  | g. Is the information contained in this series ever analyzed and/or recorded in a summarized report?<br>If yes, attach copy.                         |
|     | X  | h. Is there a duplication of this series in your office, or in another office or agency?<br>If yes, where?   |
|     | X  | i. Is this series (or a major portion of it) regularly microfilmed?  |
|     | X  | j. Does the record series result in a computer printout?   |

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                        |
|--------------------------|--------------|-----------------------------------|------------------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.           |
| b. Statute of limitation | _____ years. | e. Administrative need            | see below _____ years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.           |

Attach copy or excerpt of laws or regulations. Explain administrative need.

General application will remain in effect for the duration of the programs it covers; resubmission or amendment will not be required unless required by changes in Federal or State law or by other significant change in the circumstances affecting an assurance in such application.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other hold until superceded then,

- ☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

| Agency Head/Designee (Signature)   | Date   | Records Management Officer (Signature) | Date    |
|--|--------|--|---------|
| <i>A. Weyman Culp</i>  | 8/3/81 | <i>Walker L. Baumgardner</i>           | 8-3-81  |
| Recommendations in paragraph 12 are approved.<br>(If disapproved, attach letter of explanation.) |        | State Records Committee (Signature)    | Date    |
|  |        | <i>Carroll Hart</i>                    | 8-14-81 |
|  |        | <i>Carroll Hart</i>                    | 8-11-81 |
|  |        | <i>Carroll Hart</i>                    | 8-14-81 |